

CLUB NAME: _____

Date: _____

Signatures:

Club President: _____

Club Secretary: _____

Club Leader: _____

X. 4-H Club Seal Awards, Planning & Evaluation

A club is a group of 4-H youth members and adult volunteers who meet regularly to conduct planned programs of general interest to all. A club must be chartered, have a constitution and bylaws, and officers who facilitate the group process. Members plan, implement and evaluate their goals and program of work each year.

It is recommended that this sheet be used when the club sets its goals and its program for the year, and, as an evaluation tool, at the end of the year to see if goals have been accomplished.

The County Incentives and Recognition Program acknowledges club accomplishments each year through the Club Seals awards.

At the end of the year, the secretary, president and local leader will submit the club’s secretary book and this sheet to the County 4-H Office by the date set. A seal will be awarded each year one is earned. A club is eligible for any seal without regard to the one previously earned. Seals will be awarded at the County Awards Night.

If any of the following are accomplished totaling:

4-10 items, a **GREEN SEAL** will be awarded = *adequate club*

11-16 items, a **BLUE SEAL** will be awarded = **good club**

17-22 items, a **GOLD SEAL** will be awarded = *great club*

The starred (*) are mandatory. A seal will not be awarded unless the starred items are accomplished. Club seals are recognized on the member’s Personal Development Report (PDR) form under item “X” Group Achievement.

Check here if accomplished:



* _____ 1. Completed Secretary’s Book. All sections listed below must be filled out.

Checklist:

_____ Constitution & By-Laws

_____ Leader List

_____ Calendar

_____ Roll Sheet

_____ Minutes at each meeting

_____ Officers’ List

_____ Committee List

_____ Meeting Plan

_____ Property Inventory

_____ Treasurer’s Report

- * ____ 2. Hold regular business meetings during the club year, according to club By-Laws.
- * ____ 3. Invited each club member's family to participate/attend at least one club event during the year. Tell how this was accomplished.
- * ____ 4. Officers planned agendas and conducted all club meetings.
- ____ 5. Reported meetings/events to local media. Name of media:

- ____ 6. Members planned and carried out a Community Service activity. Describe:

- ____ 7. Members planned and carried out a recreational activity. Describe:

- ____ 8. Members have been encouraged to attend 4-H events beyond the local club level.
- ____ 9. Prepared a display for National 4-H Week. Where displayed:

- ____ 10. Members have exhibited their projects at a local club meeting.
- ____ 11. Members have had social time/activity at club meetings.
- ____ 12. Club has had committees involving members working together.
- ____ 13. Started all club meetings within 10 minutes of scheduled time.
- ____ 14. Have had at least two guests, other than own members, appear on programs.
Specify:

- ____ 15. Planned the current year's club program by December 1 of the current September through June club year.
- ____ 16. Business sessions followed parliamentary procedure.
- ____ 17. Greeted and introduced all guests at club meetings.

____ 18. Have had club members represent 4-H in some other way. This means other than a 4-H meeting or 4-H event. Give some examples please:

____ 19. Have had club representation at each County Council meeting.

____ 20. Club has had a program, guest speaker, activity, awareness night, etc. that dealt with diversity. Describe:

____ 21. Club has an Incentives and Recognition plan. Describe:

____ 22. Club members have been given opportunities/time at each club meeting to give a report/talk on projects, committee work, events attended, awards received, etc.